

## Fashion Design Department Faculty Meeting Minutes

Wednesday, April 23, 2014

4:00 to 5:00

Dr. Vera Bruce Ashley, Presiding

“We are all a team working together on behalf of the students”

Attendees	
Vera Ashley	Department Coordinator, Professor
Stephanie Rodriguez	Dean, Industry/Technology
Priscilla Ratcliff	Adjunct Instructor (1/2 meeting)

### Plan Builder Updates- Department needs and wants

- Discussed (Gerber) software needs in light of being prepared for the following semester. Awarded very little money from CTEA grant for digitizer and plotter. Scanner has not been hooked up in Annette Owens' room. Scanner (from CTEA grant) assigned to room TA212 was too advanced to be compatible with our current software/hardware. Requested CTEA grant money support for Gerber software and hardware but it was not granted. 4 Macs in room TA 212 are outdated. Fash 14 waiting for Michael Lipe to get back to me on renaming the class. Will follow up with Michael Libe for next step on course adoption/course name change. Inactivated costume technician certificate and patternmaking technician certificate.
- Shared resource sheet of services available to students.
- Discussed new short term (retail) certificate-Advisory board questioned need of certificate. Discussed fashion 18. Sorting out SLOs with Instructor Gayle Baizer.
- Discussed content for styling course to beef up our styling certificate.
- Internships-Will research what other schools are doing for their internship students. The advisory board members feel that there is an absolute need for internships in order to prepare students to obtain employment positions.
- LIM college in New York (fashion merchandising college)...working on articulation agreement. Representative from LIM came out to talk to Lori Suwakwa.
- Fashion show plans are moving along. Donation request letters will be sent campus-wide.

## **Program Review – 2 year general review-submitted and approved**

### **Scheduling Issues**

**SLO Assessments – Assessments required every 3 years - CTE needs to align with 2 year program review**

**Curriculum Review (Inactivations: Fash 17, Fash 24, Fash 36), (New courses:Fash 18, Fash 48), (Revised:Fash 14) New Program Mission Statement**

**LIM college- New York...Articulation agreement Visit on Monday, April 28<sup>th</sup>-Room TA 212 11:45 to 12:15 and in the small conference room in the division office from 12:30 to 3:00**

**Fashion Show -IKON–Friday, May 9<sup>th</sup> ...Opportunity Drawing at 7:00, Show at 7:30**

**Help needed at rehearsal (Thurs 5/8 at 6:00), judging (Fri 5/9 at 3:00, Show ( Fri, 5/9 at 7:30-9:30)**

**Donations for the opportunity drawing  
Judges-Suggested names?**

**Fashion show garments-stored in the closet-keep locked**

**Room cleaning, maintenance –Students and Instructors working together**

- Machines in disarray on Mondays. Students not taking care of them.
- Priscilla had her class clear and organize the room (TA 212)
- All instructors need to be informed to keep the room clean
- Priscilla suggested that students' projects be kept for a year and then tossed
- Older projects need to be packaged and sorted
- Priscilla will make labels to help sort room items
- Priscilla posted signs to keep room clean and wants to assign students (in her class) to certain machines for accountability

**Closet items-To be cleaned out by the summer**

- Not known what needs to be kept-what we have room for in the new building. Priscilla will help sort closet during the summer.
- Better student projects can be put in the new building's display area

**Most Promising Student Award-3 names in order of ranking due by Fri, Apr 25<sup>th</sup> at noon**

- Will be asking instructors to send names of eligible students

**Tailor Made Fashion Club-Incentive to joining the club and participating?**

- Idea from Advisory Board meeting to provide extra credit for students who are active in the club.

**Best way to reach you? Email?**

- IPhone email access?

**Website – Updating – profiles wanted?**

- Instructor profiles on our website. Some instructors are interested in doing this..

**Success & Retention Rates-Data collected**

- Priscilla spoke about her entrepreneurship class at other schools. Topics include business planning. We might think about offering something similar at El Camino. Will need to check to see if that is covered in ECCs Business Department courses.. We might offer a short term certificate. Priscilla discussed the importance of understanding copyright and other business issues including contracts, business licenses, and public relations.

Meeting completed approximately 5:15 p.m.